

## **Checklist**

### **Step-Parent/Private Adoptions**

#### **Initial Costs and Fees:**

Court Costs: \$183.00

Home Study Fees: \$750.00 (for 1 child being adopted. Each *additional* child is \$50.00)

Pursuant to law, a home study is mandatory for every adoption. The \$750.00 fee is for using the court's adoption assessors. If you already have a home study from a different assessor, approved by the court, then you will be paying them directly and will not need to pay the \$750.00 to the court.

**\*COURT COSTS AND HOME STUDY FEES ARE DUE AT THE TIME OF INITIAL FILING;**

**\*SERVICE FEES FOR FEDEX COMMERCIAL CARRIER SERVICE WILL BE DUE AT THE TIME OF HEARING *if applicable***

#### **Requirements**

The person seeking to adopt may be a stepparent, a grandparent, legal custodian, legal guardian, or there may be no relationship between the child to be adopted and those adopting. If there is no relationship, or the relative is not a stepparent, grandparent, legal custodian, legal guardian, the child must first be placed with the adopting adult through a court proceeding. See Ohio Revised Code 5103 for more details on placements.

Pursuant to Local Rule 78.5(D), all documentation required by statute, Rules of Superintendence or Local Rules for adoptions, including without limitation the home study and all necessary proofs of service, must be filed with the Court no later than 10 Court Days before the scheduled hearing date. If a case file is incomplete in any respect by that deadline, the Court will continue the hearing to a future date.

Pursuant to R.C. §3107.14, the Adoptee and the Petitioner(s) must be present at the hearing.

***Note: On all paperwork you must use full names for everyone (first name, full middle name, and last name)***

***All paperwork must be typed. We will not accept handwritten documents.***

***All filings must be single-sided. We will not accept double-sided originals.***

***Please do not staple original paperwork. We cannot accept filings with staples.***

#### **Initial filing**

- ☐ Petition for Adoption of Minor (Form 18.0)
- ☐ Certified Copy of Birth Certificate
- ☐ Child Abuse Registry – Central Ohio. Pursuant to Local Rule 78.5(A), it is your responsibility to complete this application (found on our website) and submit it to the SACWIS Registry at the Ohio Department of Job and Family Services. (See Child Abuse Registry Information How to Obtain). You must have the **results before** you can file for an adoption and submit those results with your initial filings. (We require a copy of the document they send back to you, showing whether or not there have ever been any allegations or instances of child abuse.)
- ☐ Criminal Background Check (BCI/FBI). Pursuant to Local Rule 78.5(A), with the initial adoption paperwork, you must submit the results from a criminal background check through the Ohio Bureau of Criminal Identification and Investigation ("BCI") and the Federal Bureau of Investigation ("FBI"). See your local Sheriff's department for hours of operation and costs. Criminal Background Checks must be dated within 90 days of filing of the Petition.
- ☐ Proof of Placement
  - Court Order or other proof of legal placement for adoption must be provided. (Not applicable in stepparent adoptions or grandparent adoptions)
- ☐ Judgment Entry Setting Hearing and Ordering Notice (Form 18.1)
- ☐ Consent to Adoption (Form 18.3)
  - This must be dated within 6 months of the initial filing
  - Need a consent signed by the mother (*if mother will not consent, see options below*)
  - Need a consent signed by the father, if he is listed on the birth certificate, or if there is court-ordered DNA testing proving he is the father. (*If father will not consent, see options below*)
    - If he was found to be the father by DNA testing, a copy of the test results must be attached to the Consent.
  - Need a consent prepared for the child is age 12 or older. Do not have the child sign the consent prior to filing. The child will sign at the hearing in the presence of the Judge.

- ☐ Putative Father Registry *If applicable*
  - This is necessary if father is not listed on the birth certificate, and there has been no paternity testing declaring a father. It is also necessary if the father listed on the birth certificate has been determined not to be the biological father. We need the **results** from the Putative Father Registry. It is your responsibility to send the form in to obtain the results.
- ☐ Order Appointing Assessor (GC Form 103.2)
  - Any adoption filed in Greene County Probate Court in which the court appointed assessor will be utilized should list "Amy E. Shumway or Samantha L. Watkins" on the Order Appointing Assessor. The Assessor is assigned randomly, therefore both names must be listed on the Order.
- ☐ Petitioner's Account (Form 18.9) *If applicable*
  - If filing a preliminary account with the initial filing, then we must have the final account 10 days before the hearing.
  - This is not necessary in an adoption by a stepparent whose spouse is a biological or adoptive parent of the minor (R.C. § 3107.055)
- ☐ Self-Representation Acknowledgment (GC Form 75.1) *If applicable*
  - This form **must** be filed if applicant is not represented by an attorney.
- ☐ Contact Information Form (GC Form 75.3-A)
- ☐ Final Decree of Adoption (without Interlocutory Order) (Form 18.7)
 

Note: If the hearing needs to be scheduled before the child has been in the home at least 6 months, then in lieu of this Final Decree of Adoption, the following must be filed:

  - Interlocutory Order of Adoption (Form 18.5)
  - Final Decree of Adoption (After Interlocutory Order) (Form 18.6)
- ☐ Adoption Certificate for Parents (Form 18.8)
- ☐ Statement of Adopted Persons Form (GC Form 103.1)
- ☐ Ohio Dept. of Health Vital Statistics Certificate of Adoption Form
  - This form should be used when the child was born in Ohio.
  - If the child was born in a different state, it is the Petitioner's responsibility to contact the state in which the child was born, and determine whether Vital Statistics in that state will accept this form. If not, it is the Petitioner's responsibility to obtain the necessary forms and complete them. The correct forms must be filed with this initial filing. If the Ohio form is submitted with the initial filing, our Court will assume that the Petitioner has determined it to be acceptable, and will proceed accordingly.
- ☐ Putative Father Registry *If applicable*
  - This is necessary if father is not listed on the birth certificate, and there has been no paternity testing declaring a father. It is also necessary if the father listed on the birth certificate has been determined not to be the biological father. We need the **results** from the Putative Father Registry. It is your responsibility to send the form in to obtain the results.

**If either the mother or father will not sign a consent, or a parent's whereabouts are unknown, then one of the following must be submitted with the initial filing:**

*If whereabouts are known:*

- ☐ Notice of Hearing on Petition for Adoption (Form 18.2)
  - If whereabouts are known, this must be filed with the initial court filing. The court will serve this by FedEx Commercial Carrier.
- ☐ Judgment Entry Finding Consent Not Required (Form 18.4) *If applicable*

**OR, if whereabouts are unknown**

- ☐ Affidavit Stating Whereabouts are Unknown (GC Form 103.3), and
- ☐ Entry Ordering Publication (GC Form 103.4), and
- ☐ Notice of Publication (GC Form 103.5) - Published once a week for 3 consecutive weeks, with the last publication being at least 20 days before the hearing. If a parent needs to be served by publication on more than one case, they may be done in the same publication. Contact the Court for more information in this unique circumstance.

**\*\*The petitioner is responsible for completing the publication and paying the costs directly to the newspaper\*\***